

Town of Kennebunkport
Board of Selectmen Meeting
October 13, 2022
6:00 PM

MINUTES

Selectmen attending: Jon Dykstra, Edward Hutchins, Michael Weston, Allen Daggett.

1. Call to Order.

Selectman Hutchins called the meeting to order at 6:03 PM.

2. Approve the September 22, 2022, meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Weston to approve the Selectman 22, 2022, selectmen meeting minutes. **Voted:** 4-0. **Motion passed.**

3. Public Forum. (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)

Tracy O’Roak, Town Clerk, announced that the absentee ballots are available. One can obtain one in three different ways: come to the Town Hall, call the Town Clerk’s Department, or request one via email. She also reminded everyone that the last day to request a ballot is Thursday, November 3. There is also a drop box in front of the Town Hall.

Melinda Anderson, a resident, had a few questions and comments via Zoom. She said she appreciated that the Board decided to put under consideration moving the Town Meeting Day. She also thanked the Board for the Apparel impact bins. Melinda asked why the Special Town Meeting was not televised. Laurie Smith explained that it was recorded and posted on YouTube. Melinda explained that she wanted to speak at that meeting about the pump-out station for the lower wharf. It is a part of the Comprehensive Plan.

No motion was necessary. No motion was taken.

4. Public hearing for the November ballot on the proposed Comprehensive Plan.

Selectman Hutchins opened the public hearing for the public, and Jenna Powel opened the public hearing for the Growth Planning Committee.

Werner Gilliam, Planning and Development Director, explained that the Comprehensive Plan project started in 2019, while interrupted by COVID, and resumed in October 2020.

There are two volumes of the document: one is the summary and general information, while the second is a full detailed document. Anyone can find the document on the website. The plan has been submitted to the state for review. It is in progress, but due to staffing issues, the plan has not been finalized yet.

Jenna Powel closed the public hearing for the Growth Planning Committee

Motion by Jenna Powel, seconded by Paul Hogan, to adjourn. **Voted:** 4-0.
Motion passed.

Selectman Hutchins closed the public hearing.

5. Public hearing on ordinances for the November ballot:

- a. **Amendment to the Kennebunk River Ordinance**
- b. **Amendment to the Administrative Code**
- c. **Amendment to the Shellfish Conservation Ordinance**
- d. **Amendment to the Land Use Ordinance Regarding residential rental accommodations**

Selectmen Hutchins opened the public hearing on ordinances for the November ballot.

Selectmen Hutchins reminded the citizens that we have discussed every amendment, and Tracy O'Roak said that all the copies can be found on the Town's website under the clerks' page.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adopt the MMA Model Ordinance GA Appendices A-G for the period October 1, 2022 – September 30, 2023. **Voted:** 4-0. **Motion passed.**

6. Appointments:

- a. **Appoint Loretta McDonnell to the Board of Assessment Review with term expiration on July 1, 2023.**
- b. **Appoint Daniel Beard for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.**
- c. **Appoint Julian Zuke for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.**

Motion by Selectman Daggett, seconded by Selectman Weston, to appoint all three applicants. **Voted: 4-0. Motion passed.**

7. Presentation by Megan McDevitt of Woodard & Curran on the Pier Road Causeway Project.

Megan McDevitt went through the project background, preliminary design, and answered all questions. She reminded the board that the project goal was to elevate the Pier Road causeway to improve resiliency. She showed the existing conditions of the road; and presented a preliminary design and causeway alternatives. The company looked into a segmental block wall, a segmental block wall with a culvert, and a permeable road base 'rock sandwich.' Also, the company recommended the elevation at grade 11' (currently, the road is at 6.6').

Selectman Daggett asked if the plan could include the kayak launch as it is important for the Town. Teresa Willette, an owner of the Coastal Maine Kayak and Bike, said that it is a good idea to raise a causeway; but it is not as good for launching kayaks.

Richard Perry, a resident of 1 Stonehaven, explained that he supports the idea of resiliency, but he tries to understand if the elevation standards were final. Megan and the Board said that we are still looking into the process. She also said that the company is still looking into the project and evaluating all the possible options.

Wendy Wise, 2 Stonehaven Drive, said that she wanted to reinforce the idea of the high of the causeway.

Dick Smith, 3 Stonehaven Drive, wanted to make sure the wall will represent the style and culture of Kennebunkport.

No motion was necessary. No motion was taken.

8. Award construction administration contract for wastewater pump station project to Woodard & Curran.

Eric Labelle, Principal Engineer, told the Board that the Town is working with Megan from Woodard & Curran on the pump station, while the construction contract was awarded to Apex Construction. Eric asked if the Board could amend the contract with Woodard & Curran to include the work awarded to Apex. It will not exceed the cost of \$75,000.

Motion by Selectman Weston, seconded by Selectman Daggett, to authorize the Town Manager to sign the contract. **Voted: 4-0. Motion passed.**

9. Discussion on the building committee and time schedule for the Town Hall project.

Laurie Smith, Town Manager, reminded everyone that the Town Hall project was awarded to Sebago Technics and Haze Architect. Werner Gilliam and Laurie had a kickoff meeting with the consultant to discuss the timeline and the process. We will have a potential design by the summer of 2023, and that will also give us the cost estimate, so it can go on the November ballot. The Board liked the timeline and decided to set up an external building committee

Some potential names for the external building committee are:

- Larry Simmons – Planning Board member and retired engineer.
- Judith Phillips – Reid Lane resident and previously worked at an architectural firm.
- Dick Smith – Cape Porpoise resident and retired engineer.
- David Graham – resident and active Architect.
- Jessica Kimball – resident and active landscape architect
- Deb Bauman – resident and interior Designer
- April Dufoe – retired Town Clerk and Budget Committee member.

Motion by Selectman Weston, seconded by Selectman Daggett, to nominate the above people for the building committee. **Voted:** 4-0. **Motion passed.**

Selectmen Hutchins also said that some Selectmen representatives should be on the committee. Selectmen Weston and Selectmen Dykstra agreed to serve.

10. Award HVAC bid for the Police Department.

Craig Sanford, Police Chief, said that HVAC is the capital improvement that was in the budget. He put it out for bids to several companies and received one back from Atlantic Comfort Systems. They would replace all cooling systems and put heating pumps in the nurses' section of the building.

Motion by Selectman Daggett, seconded by Selectman Weston, to award the HVAC contract to Atlantic Comfort Systems. **Voted:** 4-0. **Motion passed.**

11. Introduction of Michelle Radley as Town Planner.

Werner Gilliam, Director of Planning and Development, introduced a new Town Planner – Michelle Radley. Michelle came to us from Eco Maine, and she has just graduated from Muskie School. Michelle said she was excited about this opportunity.

12. Update on the short-term rental licensing process.

Werner and Michelle gave updates on the short-term licensing process. On October 3, the Planning and Development Department launched the renewal process for licenses

online. They also sent letters to all property owners to renew and to potential new property owners. There were 29 new applications, and 143 of 405 renewals have come in: they have till December 31 – because it is not an automatic renewal system.

13. Authorize Quit claim deed for Lisa Tito, map and lot 024-002-007A.

Motion by Selectman Daggett, seconded by Selectman Weston, to authorize the Quit claim deed for Lisa Tito, map and lot 024-002-007A. **Voted:** 4-0. **Motion passed.**

14. Discussion of ad-hoc committee to research possible public boat launch.

Selectmen Hutchins explained that we need to do proper research on where we can establish a boat launch in the Town. This was something requested by the community, so it should be in the Board's interest to create a committee for such research.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to create an ad-hoc committee no later than December 2023 sunset date. **Voted:** 4-0. **Motion passed.**

15. Accept donations:

- a. **\$50.00 from an anonymous donor dedicated to the general nurses' account**
- b. **\$500.00 from William Gordon Family Foundation towards the emergency fuel fund.**

Motion by Selectman Daggett, seconded by Selectman Weston, to accept \$50.00 from an anonymous donor dedicated to the general nurses' account. **Voted:** 4-0. **Motion passed.**

Motion by Selectman Daggett, seconded by Selectman Weston, to accept \$500.00 from William Gordon Family Foundation towards the emergency fuel fund. **Voted:** 4-0. **Motion passed.**

16. Other business.

Selectmen Weston said that he would like to consider some type of a meeting with the business association and the Town of Kennebunkport regarding buses (33 buses per day).

Laurie asked Chris Simeoni to give an update on the paving schedule. The process goes as follows: generally, the Public Works Department starts with changing cross culverts, replacing catch basins, taking down the trees, and, depending on the road, sometimes they reclaim them. Paving contractors' schedule is difficult and tentative.

No motion was necessary. No motion was taken.

17. Approve the October 13, 2022, Treasurer's Warrant.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to approve the September 22, 2022, Treasurer's Warrant. **Voted:** 4-0. **Motion passed.**

18. Adjournment.

Motion by Selectman Daggett, seconded by Selectman Dykstra to adjourn. **Voted:** 4-0. **Motion passed.** Meeting adjourned at 7:44 PM.

Submitted by,
Yanina Nickless,
Assistant to the Town Manager